



## City of Austin - JOB DESCRIPTION



### Archivist

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10641	<b>Salary Grade:</b>	NC1
<b>Approved:</b>	January 17, 2006	<b>Last Revised:</b>	August 07, 2009

#### Purpose:

Under minimal direction, responsible for the management, administration, and development of an Austin History Center work unit.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Appraises, organizes and processes archival collections. Provides conservation of archival materials such as photos, recordings and video.
2. Compiles finding aids, reference guides, articles, statistics and reports.
3. Performs cataloging of archival collections per archival standards.
4. Manages assigned unit of the Austin History Center and may serve as the in charge person in the absence of division manager.
5. Provides archival reference and research services.
6. Prepares grant applications and budgets and engages in long and short range planning for the work unit..
7. Explains policies and procedures to public and staff
8. Conducts meetings, training and public programs.
9. Investigates and resolves complaints involving staff and public.
10. Stays abreast of archives and library issues and trends.

#### Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of archives issues, practices, and trends.

Knowledge of archival descriptive standards.

Knowledge of management and supervisory principles and practices

Knowledge of reference tools and procedures

Knowledge of records management issues and practices

Skill in oral and written communication including presentation.

Skill in using computers, related software and desktop applications.

Skill in prioritizing work assignments.

Skill in establishing and maintaining effective relationships with employees and the public.

Skill in planning and organizing.

Skill in leading and motivating employees.

Ability to process archival collections

#### Minimum Qualifications:

Master's degree in Library or Information Science, or related to the assigned program from an ALA accredited university, with specialization in archival enterprise and/or administration; or a Master's degree in History/Public History with coursework in archival administration, plus three (3) years professional experience as a librarian or archivist, one (1) of which was in a lead/supervisory capacity

#### Licenses and Certifications Required:

Valid driver's license.

#### Physical Requirements:

Must be able to stoop, bend, walk, and reach to heights of up to six feet. Must be able to pull or lift up to 50 lbs. Must be able to push loaded book truck weighing up to 300 lbs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.